

~~CONFIDENTIAL~~

30 JUN 1954

MEMORANDUM TO: Secretaries in Office of the Chief
FROM : Chief, Administrative Staff
SUBJECT : Penalty Indicia Material
REFERENCE : LI 40-175-1 dated 10 March 1954

1. In accordance with paragraph 2.a. of above reference, the LO Registry is designated as the control point within the Office of the Chief and supporting Staffs (excepting C & R Staff and Mail and Courier Branch) for handling of penalty indicia envelopes.

2. All penalty indicia material in desks at present will be turned in to the Registry by 1 July, together with indication of knowledge of any material destroyed or obliterated during the fiscal year ending 30 June 1954. In the future envelopes will be requested from the Registry as needed and obliterated material returned to the Registry immediately.

3. Mail and Courier Branch, Administrative Staff, and C & R Staff will submit report required by paragraph 2.b. (5) (a) directly to Supply Division on Form 34-106.

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LO/AS/GM:vhm (29 June 1954)

Distribution



Attn: [Signature]

LO/Official File
R&S Br.

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